

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	City of Riverside
Name of Entity or Department Administering Funds	Development Department, Housing and Neighborhoods Division
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Don Smith
Title	Project Manager
Address Line 1	City Hall
Address Line 2	3900 Main Street, 2 nd Floor
City, State, Zip Code	Riverside, CA 92522
Telephone	951/826-5615
Fax	951/826-2233
Email Address	dmsmith@riversideca.gov
Authorized Official (if different from Contact Person)	Deanna Lorson
Title	Development Director
Address Line 1	City Hall
Address Line 2	3900 Main Street, 5 th Floor
City, State, Zip Code	Riverside, CA 92522
Telephone	951/826-5964
Fax	951/826-5744
Email Address	dlorson@riversideca.gov
Web Address where this Form is Posted	Riversideca.gov

Amount Grantee is Eligible to Receive*	\$1,383,070
Amount Grantee is Requesting	\$1,383,070

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: The proposed substantial amendment to the 2008/2009 HUD Annual Action Plan for the use of funding allocated to the City of Riverside for the Homeless Prevention and Rapid Re-housing Program was released for public comment and review for a 12-day period beginning on April 30, 2009. Notice of availability of the proposed substantial amendment for public comment and review was published in The Press Enterprise on April 30, 2009. In addition, a copy of the proposed substantial amendment was posted on the City's website. A final opportunity for public comment occurred as the HPRP Substantial Amendment came before the Riverside City Council for consideration and adoption on Tuesday, May 12, 2009.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☐ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: (To be completed following the public comment period)

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- ☐ Competitive Process
- ☐ Formula Allocation
- ☒ Other (Specify: City to subcontract with Housing Authority of the County of Riverside for expansion of the existing homeless prevention and rapid re-housing initiative)

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2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: Funding provided to the City of Riverside under the HPRP grant shall be used to expand the City's existing homeless prevention and rapid re-housing initiative. The City currently subcontracts with the Housing Authority of the County of Riverside (HACR) to operate our Housing First/Tenant-Based Rental Assistance (HF/TBRA) initiative. The City will subcontract with HACR to expand operations of the HF/TBRA initiative with HPRP funding for additional financial assistance and housing relocation and stabilization services. Following the initial phase of project development under the expanded HPRP initiative, the City may release a request for proposals to engage additional subcontractors for housing relocation and stabilization services as warranted.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: At the May 12, 2009 meeting of the Riverside City Council, staff will seek approval of the HPRP Substantial Amendment as well as authorization to allocate HPRP funding and enter into a supplemental agreement with HACR to expand operations of the HF/TBRA initiative. Staff will begin the process of developing and routing the supplemental agreement with HACR immediately following City Council approval. The subcontract agreement will be executed immediately upon receipt of the grantee agreement with HUD.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: The City of Riverside will work in close partnership with the Housing Authority to ensure the effective and timely use of HPRP grant funds on eligible activities. With the HF/TBRA initiative, many key mechanisms and instruments are already in place to support timely and effective implementation of expanded activities with HPRP funding. Both organizations have extensive experience in the implementation and administration of HUD funded programs.

The City will work with HACR and our Riverside Homeless Care Network partners within the local continuum of care to develop a comprehensive plan for expanding the HF/TBRA initiative including specific timeframes, milestones, and performance outcomes. This plan will include leveraging County HPRP funds which the Economic Development Agency is proposing to allocate to HACR to expand upon the City's HF/TBRA initiative and replicate it county-wide. The plan will include operating the HF/TBRA from a centralized service location, establishing a well-coordinated, community-wide system for accessing HPRP funded assistance and services and creating a uniform process for determining who will receive assistance and what kinds of assistance they will receive.

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The expanded HF/TBRA initiative will include new or increased activities in the following areas:

Financial Assistance

- Flexible Financial Assistance including payment of rental arrears, utility assistance, moving costs, security deposits, and motel/hotel vouchers (only when rental housing has been identified but is not immediately available for move-in).
- Temporary Tenant-Based Rental Assistance to facilitate housing stability for eligible households including short-term (1-3 months) and medium-term (4-18 months) rental subsidies.

Housing Relocation and Stabilization

- Community Outreach and Education - to promote availability of resources and help identify people in target populations most at-risk.
- Homeless Risk/Housing Barrier Screening and Assessment - to assess household risk of homelessness, strengths and barriers to stable housing, and prioritize interventions.
- Housing Identification and Placement - to identify housing opportunities, recruit landlords, help households overcome barriers to placement, assist with rental applications and lease negotiations, and conduct housing quality inspections.
- Housing Case Management - to facilitate housing stability through transitional support including development of Housing Self-Sufficiency Plans, life skills counseling, maintaining tenant/landlord relations, and supportive service linkage.
- Supportive Service Coordination - to facilitate linkage to community-based services to support housing stability including employment assistance, mainstream benefits, behavioral health, medical care, and child support services.

Data Collection and Evaluation

- Data Collection and Evaluation - to facilitate the collection, reporting and evaluation of performance outcome measurements and linkage to the county Homeless Management Information System (HMIS).

The City's Development Department, Housing and Neighborhoods Division will be responsible for program oversight and monitoring the administration and use of HPRP funds. The Division is responsible for the administration of all HUD Entitlement program funding allocated to the City. The Division includes a Project Manager for homeless services who will have chief responsibility for overseeing implementation and administration of the HPRP funds. Division staff will conduct standard grant monitoring practices and procedures for HUD funded programs as outlined in the City's Consolidated Plan and the City's Federal Grant Monitoring protocols.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American

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Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: The City is committed to effectively leveraging the range of ARRA funding to maximize the use of available resources to assist our most vulnerable residents in need. Local agencies receiving ARRA funding are active participants in the collaborative efforts facilitated through the Riverside Homeless Care Network. The City will work in partnership with these agencies to establish a coordinated system and uniform process for determining who will receive assistance and what kinds of assistance they will receive. Staff working under the HPRP initiative as well as collaborating agencies will be trained to screen clients for eligibility for the range of resources available and provided with uniform tools to help determine the most appropriate service connections. This will include collaboration with:

- The County Economic Development Agency which plans to allocate its HPRP funding to the Housing Authority to expand and replicate the HF/TBRA initiative model;
- The County Department of Public Social Services which administers mainstream benefits programs and will receive ARRA funding and additional resources through the Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Women, Infants and Children (WIC) and Emergency Food and Shelter (EFSP) programs;
- Riverside Unified School District and the County Office of Education which will receive ARRA funding through the Education and Homeless Children and Youth Initiative as well as help identify targeted households through the district homeless programs;
- The County EDA Workforce Development Center which will receive ARRA funding for a range of employment training and development services.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: The City of Riverside convenes the Riverside Homeless Care Network (Network) which serves as a vehicle to facilitate effective communication, coordination, and collaboration among continuum of care service providers. Over 50 organizations, including nonprofit service providers, municipal service agencies, health care providers, education institutions, law enforcement, and faith-based institutions, participate regularly in monthly meetings and other Network activities. The Network facilitates client service coordination, forges new collaborative partnerships and collaborates on special activities such as the City's annual Project Homeless Connect event. Network partners are also working together on the development of a one-stop multi-service access center which will eventually house the HF/TBRA program.

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Over the last year, the Network has focused on incorporating “Housing First” principals into all aspects of our local continuum of care. The City will utilize the Network as a central vehicle for building a strong partnership around the HPRP initiative. Network partners will play an active role in the development and implementation of the HPRP initiative including establishing a coordinated system and uniform process for determining appropriate service interventions, and community-wide performance outcome measurements including data collection, reporting and evaluation tools coordinated through the countywide HMIS system. Network partners will assist with identifying target populations and eligible households, providing case management and coordinating supportive services. The City will also work with our partners to strengthen and streamline access to mainstream benefits including use of federal resources such as the “First Step” benefits eligibility tool, the SSI “CHOICE” program and the VA HOPE and VASH programs.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee’s Consolidated Plan (limit 250 words).

Response: The City of Riverside will use HPRP grant funds for financial assistance and housing relocation/stabilization services in a manner consistent with the City’s 2005-2010 Consolidated Plan and 2008/2009 Annual Action Plan. The 2008/2009 Annual Action Plan includes the following provision:

“The City will continue to focus attention and resources on efforts to prevent individuals and families from becoming homeless in the first place. Activities over the next year focused on those at-risk of becoming homeless will include:

- On going support for the implementation of the Tenant-Based Rental Assistance program providing resources to assist with rental assistance payments and case management services”

Other HPRP funded activities and services consistent with the Consolidated Plan and Annual Action Plan include:

- provisions to establish a centralized location and coordinated system for providing homeless assistance and prevention services through a “one-stop” service model;
- provisions to incorporate the “Housing First” approach into the local continuum of care;
- provisions to assist homeless persons make the transition to permanent housing and independent living including housing needs assessment, flexible financial assistance, housing placement assistance, rental subsidies and case management services;
- provisions to create more permanent affordable housing opportunities including flexible financial assistance, housing identification and placement services, rental subsidies and appropriate case management.

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re- housing	Total Amount Budgeted
Financial Assistance ¹	\$345,767	\$318,108	\$663,875
Housing Relocation and Stabilization Services ²	\$331,190	\$331,191	\$622,381
Subtotal (add previous two rows)	\$676,957	\$649,299	\$1,286,256

Data Collection and Evaluation ³	\$27,661
Administration (up to 5% of allocation)	\$69,153
Total HPRP Amount Budgeted⁴	\$1,383,070

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title